

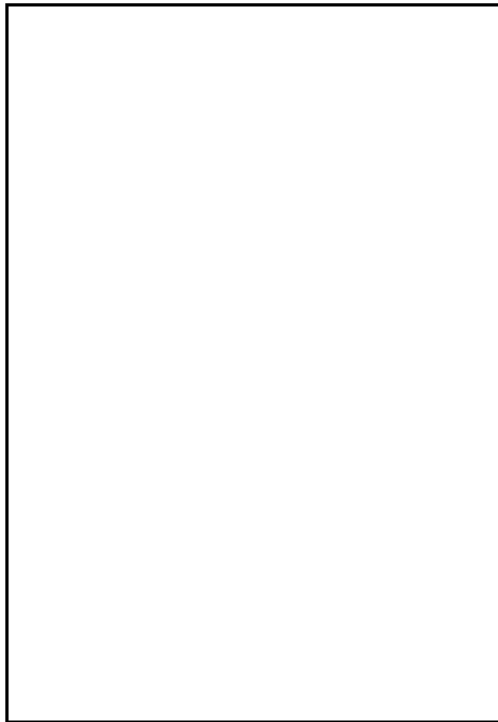
DD/S 59-0760

5 March 1959

MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of Planning Group Meeting
19 February 1959

PRESENT:



COMPONENT

C-DD/P
C-DD/P
C-DD/P
O-DD/P
O-DD/P
Cable Secretariat
Cable Secretariat
O-DD/C
O-DD/I
OCI
OCR
ORR
CC
CC
CC
MGT/S
MGT/S
MGT/S
OS
OS
O-DD/S
O-DD/S

1. Reporting System

(a) The chairman referred to the paper titled: Proposal for the Rapid Transmittal of Information Reports and Customer Reactions, copies of which were circulated 11 February 1959. He asked for reactions and suggestions.

(b) [redacted] urged agreement on establishing immediately at [redacted] a pilot model of the new reporting system, as outlined in the basic paper, so an actual field test of the system can proceed simultaneously with the group's consideration of the whole proposal. [redacted] plans to visit [redacted] 9 March 1959 and, if desired, can initiate the test at that time.

(c) [redacted] concurred, but suggested the field test not be limited to [redacted]. He thought it should be extended to other locations and the M-19 Teletype machine tested in addition to the Flexowriter.

(d) [redacted] also concurred. However, he cautioned against extending the test beyond [redacted] until we can get some idea of manpower requirements and [redacted] staff can

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handle the estimated 200 reports per month from [] but probably not many more without becoming overloaded.

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(e) [] asked how much money will be needed to mount the test, how long it should run, and what authorities are needed to operate it. He was told that no significant amount of money is required. Necessary equipment is already available in [] and [] said the present communications staff there can handle up to 15,000 groups of encryption per month. No one was prepared to estimate how long the test should run, but [] expressed the hope that the pilot model, if successful, would become permanent. To obtain the authority needed, it was suggested the group send a memorandum to the Deputy Directors recommending the [] test and asking them to staff it out within their respective components.

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(f) [] asked how [] was selected for the test and whether [] language material would be put on tape. [] replied that tapes would be in English. [] was picked because it is the "number one" CS reporting spot and also a Teletape installation is being activated there. [] went on to describe some of the possible features of the test. A secure communications link, using a [] cryptographic system, now exists between the [] and []. We could give [] a Flexowriter so their reports could be put on tape at the very outset -- in English, of course. [] could receive the reports electrically; reproduce them automatically for local dissemination, adding headings, source data, etc; then transmit them on to headquarters by unaccompanied pouch, using the Teletape technique. Such reports might even be faster at times than routine cables, since the latter require several typings. [] plans to process reports tapes during the slack communications period from 1000 to 1600 hours each day; so another communicator won't be required at least for the present.

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(g) [] asked whether DD/S would be ready to join in the test. [] replied that the Office of Communications already has the necessary authority to go ahead. [] noted that DD/S has specifically approved the Teletape link in [] subject to Office of Security concurrence with local arrangements to house the Flexowriters. [] said that the Office of Security is ready to move ahead but will have to take a close look at that part of the plan involving the [] use of a Flexowriter.

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(h) [] was asked whether DD/I is ready to start the test. He answered "Yes", but added that the coding problem requires more study and analysts will have to be instructed with respect to the Initial Reaction Sheet.

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(i) [] inquired about deferring the coding step during the test period, and [] noted that the ISC code is presently being revised. However, [] expressed the view that the coding procedure is an essential part of the test.

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(j) [] then asked when he could expect to receive incoming tapes each day. [] said experience with Teletapes from []

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indicates mid-afternoon or late afternoon delivery to the Cable Secretariat. Hence, distribution of report copies to area divisions would probably occur at the start of the next work day.

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(k) [] said it should be agreed that report tapes will not take precedence over cables in the Signal Center and the Cable Secretariat. There was general assent on this point, but [] suggested the group not try to judge all the processing problems until the test is actually in progress.

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25X1A 25X1A (l) [] asked if [] and OCR representatives will work together in preparing dissemination instructions. [] said there is no reason the two need ever see each other. [] added that OCR has had two years' experience disseminating TD's and can handle the new reports very quickly.

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(m) [] asked whether analysts who need to be instructed on Initial Reaction Sheets can be identified in advance and what problems can be expected. It was the consensus that the analysts can readily be identified. [] said the choice of [] for the test is fortunate for OCI, since they are now evaluating [] reports per a special agreement with []. However, the Initial Reaction Sheet is "another form and another deadline", so its acceptance will not be entirely free of problems. [] asked whether analysts will be expected to stock their own supplies of Initial Reaction Sheets and was told "Yes."

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(n) [] pointed up the need for some easy [] on reports requiring evaluation under this system. He proposed the term [] Report" to identify items flowing through the system. [] suggested [] Report" since code words ought to contain five letters. [] was subsequently changed to [] on advice of the unit that assigns code designations.)

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(o) [] anticipated some difficulty in teaching the ISC code to ORR analysts. However, other members of the group pointed out that each analyst need be concerned only with that portion of the code which pertains to his field of interest.

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(p) [] inquired whether other services will be asked to use the new evaluation form during the test. [] replied "No." The reports will go to other services in the same way as they do now.

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(q) [] suggested, as one means of inducing analysts to return evaluations promptly and also to eliminate useless reporting, that the evaluation form carry in large type the notice that failure by an analyst to evaluate a given report would be construed as a lack of interest in it and would restrict the flow of similar reports to him. [] pointed out that such a device might cut the number of copies of reports but wouldn't eliminate many reports themselves, since each report is disseminated to a number of analysts any one of whom can cause the flow to continue. [] interjected the opinion that "the phenomenon of one analyst continuing the production of information needs a look." [] said

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that after full agreement is reached as to what evaluations are needed and how they are to be supplied, if analysts balk, the proper solution is to direct them to respond.

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(r) [] then summarized briefly the agreements reached with respect to the proposed reporting system. He instructed the secretary to draft a memorandum to the Deputy Directors recommending the [] test. While it is in progress, the Planning Group will continue to study intensively the entire proposed system.

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(s) [] requested fifty more copies of the basic paper proposing the [] Reporting System. (The secretary will supply them.)

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(t) [] asked when his people can expect to start learning to operate the Flexowriter. [] offered to supply the machine and start the instruction immediately.

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(u) [] suggested one project for the group to undertake while the [] test is in progress is the development of a "spread sheet" showing costs, equipment and manpower requirements, and other factors involved in adoption of the [] System at other stations.

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(v) [] asked whether adoption of the [] Reporting System would represent accomplishment of the purposes for which the Planning Group was created. Several replies, none of which answered the question conclusively, referred to [] strongly expressed interest in cutting down the number of reports, and to other associated matters of concern to the group.

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2. Communications Network to Intelligence Community

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(a) [] told the group about a request from DD/I to install in our new building communications equipment capable of "broadcasting" simultaneously to twenty-two recipients in the local intelligence community. The equipment, to be purchased through NSA, will cost about \$300,000. We had not expected to need money for this purpose for another year. However, NSA has stepped up its arrangements with the manufacturer and now says a "letter of intent" must be submitted by 15 March 1959 if we want to get in on the original order. The letter of intent must be backed by an obligation of funds. [] expressed the view that DD/I should initiate the request for such funds.

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(b) [] asked whether justification for the equipment is related to proposals of the Planning Group; he was told "No." [] explained that DD/I has long felt that the twenty-two "customers" in question need a fast means of receiving reports on a 24-hour basis. However, we must negotiate with each customer before knowing exactly how many will accept the scheme.

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(c) [] pointed out that equipment costs for the system won't be affected materially by the number of stations unless they fall below ten, in which case a different type of equipment would be used.

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(d) [] said there has been no opportunity yet to conclude arrangements with the intended customers. He asked the consequences of delaying the equipment order for a year, which would still allow enough time for it to be installed in the new building. [] replied that a separate order for equipment would undoubtedly increase the cost, perhaps substantially. Furthermore, next year's budget will be tighter than the present one.

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(e) [] then stated that the Planning Group, as such, is not in a position to offer justification for the project. It should be pursued through normal channels. [] agreed, saying the group would fulfill its responsibility by insuring that the matter has been directed to the attention of the responsible people.

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3. New Equipment Developments

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(a) [] told of visiting [] in January with [] of the Office of Communications and [] of the Office of Security. There they examined and discussed a new electric typewriter equipped with a magnetic tape attachment which should be on the market in about two years. They also talked with a group of cleared engineers about security problems associated with electric tape punching equipment. One suggestion the engineers offered to counter power line problems is a "five out of eight" code.

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(b) In early February, [] discussed with a Remington Rand representative an eight-channel paper tape machine now in production which might be adapted to punch a "five out of eight" code.

(c) [] recommended the group turn its attention to equipment problems, and particularly to the question of what code to use. [] said we should examine the possibility of converters which might enable us to work with both five and eight channel codes. [] said the group should also not overlook the possibility that Communications will lick the security defects in the Flexowriter.

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(d) [] suggested the Agency test the Remington Rand machine. [] agreed the Planning Group could support the wisdom of such a move, as well as other related explorations in the equipment field, but lacked the funds to act. [] said that the Office of Communications can put up the money for [] equipment in addition to the R&D costs for the photographic encryption process now under development.

4. AMA Conference on Data Processing Equipment

The American Management Association is sponsoring a conference in New York, 2 - 4 March 1959, on data processing equipment. [] and [] expect to attend, along with [] of OCR and other Agency representatives. It was agreed that, if the conference covers topics of interest to the Planning Group, an appropriate briefing can be arranged at a later date.

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5. Sub-Group Meeting

The chairman asked the secretary and representatives of DD/I, DD/P, OC, and OS to meet with him 25 February 1959 to:

a. Coordinate the memorandum to the Deputy Directors recommending establishment of a pilot model of the [redacted] 25X1A

b. Pursue the suggestion that a study be made of costs, manpower and equipment requirements, and other factors that would be involved in adopting the [redacted] Reporting System.

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Secretary

SA-DD/S:WV:jlf (4 Mar 59)

Distribution:

- ✓ 1 - DFD-DD/P
- 1 - O-DD/I (Mr. [redacted])
- 1 - IG Staff
- 1 - OIR (Mr. [redacted])
- 1 - [redacted] (Mr. [redacted])
- 1 - SPA-DD/S
- 3 - D/CO
- 1 - AEO-DD/P
- 2 - OS [redacted]
- 2 - MYT/S
- 1 - Cable Secretary
- 1 - O-DD/C [redacted]
- 1 - OCI (Mr. [redacted])
- 1 - ORR (Mr. [redacted])
- 1 - OCR (Mr. [redacted])
- 3 - SA-DD/S
- 3 - O-DD/S

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